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From: Nawn, Kathleen (DPH)
Sent: Friday, January 28, 2011 3:19 PM
To: Caloggero, Dina (DPH)
Cc: Han, Linda (DPH)
Subject: 3rd Floor West project meeting summary (1/28/11)
Attachments: 3West planning mtg 20110128.xls

As requested.

From: Nawn, Kathleen (DPH)
Sent: Friday, January 21, 2011 3:58 PM
To: Caloggero, Dina (DPH)
Subject: FW: 3rd Floor West project

Dina-
I already sent you the information on Jan.14.
But here it is again.
-1st attachment has two tabs (personnel list and implementation checklist)
-2nd attachment is suggested Police Log draft for Chuck to approve.
.....kathy

From: Caloggero, Dina (DPH)
Sent: Friday, January 21, 2011 3:22 PM
To: Nawn, Kathleen (DPH)
Subject: List

Can you send me the list of staff that needs to be activated for 3W? I want to attach it to the meeting request I will send out today.

Thanks...

From: Nawn, Kathleen (DPH)
Sent: Friday, January 14, 2011 11:26 AM
To: Caloggero, Dina (DPH)
Subject: FW: 3rd Floor West project

1.I've updated the checklist (see blue text on checklist tab)

2.as we discussed, the Police Log is not mine. I took Chuck's existing log and modified it and We've already given it to him.

So you'll need to ask him if he plans to use it.

also ask him if the "Police Log" is used by law enforcement other than for the Drug Lab.

if it is just for the Drug Lab, then I suggest the title of the form be changed to,

"Drug Analysis Lab Visitor". If it's used for more than drug lab, then you should have two separate logs
thanks

From: Caloggero, Dina (DPH)
Sent: Friday, January 14, 2011 10:11 AM
To: Nawn, Kathleen (DPH)
Subject: FW: 3rd Floor West project

I plan on sending out the 3W project meeting request today. Please take a look at the message below and let me know if I left anything out.

Hi Everyone,

Julie submitted the list of staff that will need access to the 3 West doors. In addition to this list, there are some additional tasks that need to be completed before the doors can be activated. Attached are two documents that Kathy developed to assist in activating the system. The 3 West personnel spreadsheet identifies some of the tasks that need to be completed and the second is a proposed sign-in log for the officers when they sign in at the front desk.

Thanks...Dina

I also need you to give me a call. I have a couple of SA and LSS questions.